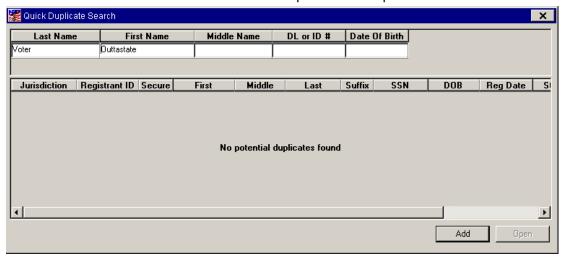
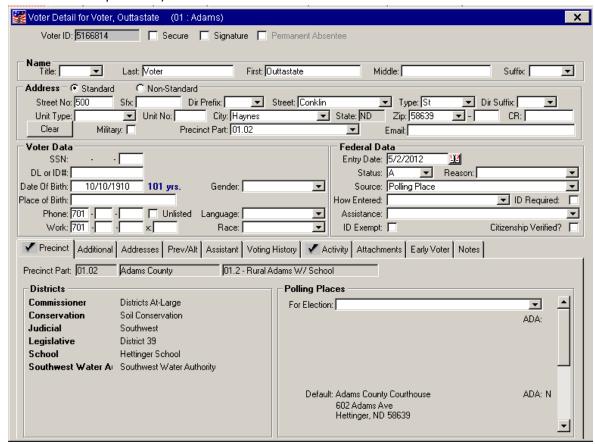
## **ENTERING OUT OF STATE ID'S**

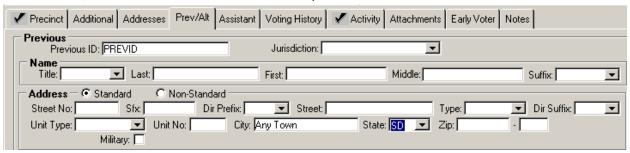
1) When a voter is marked in the poll book as having an out of state ID begin by doing a New Voter Search to make sure that the individual doesn't have a record elsewhere in the state. If they are new to Power Profile click the "Add" button and proceed to step two.



2) Add the voters address and click the auto fill button on the secondary toolbar to fill in the precinct part. Fill in the date of birth and source of the information (Polling Place if they were written into the poll book).



3) Click the Prev/Alt tab. Fill in the Previous ID, the City, and the State.



- 4) Click save.
- 5) The Elections Unit will use this date to generate reports to notify other states to cancel their registration.